

JOB OPPORTUNITY

Oct. 11 - Oct. 24, 2006
Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Administrative Attorney- Boston Municipal Court
Administrative Office of the Trial Court

All applications must be received by: **October 24, 2006**

POSITION SUMMARY:

Working within a Trial Court Administrative Office, the Administrative Attorney position performs legal research, prepares legal memoranda and other documents, assists in the development and implementation of court rules and policies, and serves as staff to various committees.

MAJOR DUTIES:

Provides written and verbal interpretations, advice and assistance to the Chief Justice, Judges, Clerk-Magistrates, other court officials and other personnel on a wide-variety of legal and policy issues.

Drafts correspondence in response to complaints, questions and requests for information from the public, attorneys, judges, court officials and other government agencies.

Drafts memoranda and guidelines to assist courts in implementing new policies, forms, or procedures.

Provides information to members of the bar and the general public.

Reviews and recommends to the Chief Justice appropriate action on requests for interdepartmental judicial assignments, case transfers within the Department, and special assignments due to conflicts and other problems, and drafts orders effectuating the same.

Reviews new legislation affecting the Department and provides advice and training to Department personnel regarding such legislation. May draft proposed legislation.

Acts as professional staff to special advisory committees. Prepares materials for meetings, prepares reports, and works directly with committee members.

May assist in the hiring of law clerks and other personnel of the Administrative Office.

Performs related duties as required.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Chief Justice or his/her designee and is evaluated for professional soundness and conformity to policy.

POSITION REQUIREMENTS:

Graduation from an accredited law school.

Two years of relevant legal experience.

Membership in the Massachusetts Bar.

Considerable knowledge of legal research techniques and methods.

Considerable experience performing legal research and preparing legal memoranda.

Considerable knowledge of the Massachusetts judicial system, the operations of state government, and the Massachusetts General Laws.

Knowledge of and ability to use personal computers and related software, including Microsoft Windows, and WordPerfect for Windows.

Strong interpersonal skills and the ability to work professionally with court officials, judges, attorneys, and the general public, and to maintain effective working relationships.

Ability to analyze administrative problems and to develop feasible solutions.

Ability to communicate clearly and effectively in oral and written form.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently and to establish work priorities.

SALARY: Beginning at \$57,193.89, with annual increases to \$85,987.75.

Send completed Trial Court Application for Employment to:

Court Administrator
Boston Municipal Court Department Administrative Office
Edward W. Brooke Courthouse
24 New Chardon Street, 6th Floor
Boston, MA 02114
ATTN: Admin. Attorney Position

Applications for Employment can be obtained at any court location, at the Administrative Office, or by contacting the Trial Court web site www.state.ma.us/courts.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER